Early Childhood Program User: Computer Guide

Learning Connection
Providing data, resources and tools to support student achievement
https://learningconnection.doe.in.gov

Log-in

1. Log on to: https://learningconnection.doe.in.gov

2. Enter username and password

3. Click Login

Learning Connection Dashboard

The Learning Connection Dashboard has a variety of tools available to teachers and administrators such as Classes, Library, Grade Book, and Reports. This guide will focus only on the LC Tabs: Profile, Contacts and Communities and Apps. *The Apps tab is where you access the ISTAR-KR assessment application.*

Dashboard

After you log-in you view the main page of the Learning Connection Program, the blue row across this page is your Dashboard. A variety of information is available to you from this page. Please take the time to regularly view *notifications, announcements, forum threads, upcoming events and your contacts and communities.*

Complete your profile

- From the Profiles tab you can edit your basic information, settings, and notifications.
  Info tab – you can edit your e-mail, basic information, send messages to contacts or remove them from your list, and view your communities or remove it from your list. Also on the info tab is an edit button after your name to make corrections if needed.
  Settings tab – you can edit your privacy settings, user information, and defaults.
  Notifications tab – you can set the frequency of notifications and what type of notifications you want to receive.

Add contacts and join communities

You can view your contacts and communities or add new a one(s)

- Find a Person – you can add other LC users as contacts by adding them from here. You can search by name only, or filter by subject or grade level/course.
    - a) Go to "**Contacts and Communities**" tab.
    - b) Click on "**Find a Person**" link. Type in a name and click **Search**.
    - c) Click on **+ Add to Contacts** for colleagues you want to add to your contacts.
- Find a Community – there are two types of communities, user created (e.g. ISTAR Alternate Assessment users) and schools. You must have ISTAR access to the school where the student's STN is to be able to assess the student in ISTAR.
    - a) Go to "**Contacts and Communities**" tab.
    - b) Click on "**Find a Community**" link.
    - c) Select **User Created** to find communities of professional interest or select School to locate a school you need access to.
    - d) Type in a keyword and click **Search**.
    - e) Click on **Join Community** link to add to your list of communities.

The APPS tab on the LC Dashboard

The Apps tab is where you access the ISTAR application. If you do not have an Apps tab, contact your local special education or Learning Connection administrators. From the Apps tab you will be in the ISTAR application. You will have two options on the left side of the screen, MY ISTAR Caseload, and ISTAR reports.

1. Go to the "**Apps**" tab.

2. Click the **ISTAR** link.

My ISTAR Caseload

An ISTAR educator level account can *no longer add students* to their own caseload. If you do not see all of your students, contact your local ISTAR Administrator to add specific students to your caseload.

1. Caseload list should appear after clicking the star icon

2. If you don't see all your students, contact your ISTAR Administrator to add specific students to your caseload.

3. When you view your ISTAR Caseload list, see icons, place cursor over and view title:

      a. Assessment

      b. Progress Monitoring (only visible if an ISTAR assessment has been completed and there is no open ISTAR assessment)

      c. Student Files

      D. Student Demographics

      E. Access Log

      F. Student Security

      G. Remove from list

Opening/Creating the ISTAR-KR Assessment

1. Select the "star" Assessment icon. Only the Case Manager can create and finalize an assessment.
2. The **Create Assessment is three pages to set-up the assessment for a student**. This page includes student demographics and provides drop down list for you to make necessary selections: Student Grade, Exceptionality, and Purpose (Entrance, Interim, and Exit). The Cognitive Functioning choices DOES NOT apply to students 0-5 years.
3. **Grade:** If the grade is NOT grayed out, select PW for children 0 through 2 years
4. If the grade is NOT grayed out, select PK for children 3 through 5 years
5. And, for students in Kindergarten or 1st grades, when the grade is not grayed out, select the appropriate grade.
6. **Exceptionality**: For *children in private early childhood settings ALWAYS choose NONE* for the typically developing children on your caseload. Remember, public school personnel are responsible to create, finalize, and give you access on children you share who have an IEP.
7. **Purpose**: Select Entrance, Interim or Exit. Entrance will only display for the first KR assessment ever completed. Interim is appropriate for all other KR assessment. Exit is only selected when the student is leaving preschool, Kindergarten or 1st grade.
8. View a second **Create Assessment** page, to confirm or edit selections, click **Next, Previous or Cancel**.
9. View a third **Create Assessment** page, to confirm or edit selections, click **Finish, Previous**, or **Cancel**. Finish saves your selection and opens the assessment to begin ratings.

NOTE: Only the Case Manage can Create and Finalize an assessment. The Case Manager or Administrator can give access to another provider of the child's **after an assessment is created**, other providers who have been given access to the student can contribute to ratings.

Assessment Area Map:

The Areas to Assess (Assessment Map) will appear after an assessment for a student is opened/created. If at any time in any assessment page, you want to stop and return to your caseload page or end your work for the day, ALWAYS leave as assessment page by clicking on the Return to MY ISTAR Caseload or My Caseload on the left of an assessment page.

DO NOT hit the back button to leave this page or you will lose your assessment icon and have to contact the LC help desk to get it back.

You can return to a student's unfinished assessment by going to your caseload list and selecting the star icon. You will be returned to where you previously had stopped your work.

Rating an ISTAR-KR Assessment

1. Upon creating/opening the assessment, the Assessment Map will display
2. When you begin to rate and save ratings and then must leave the assessment, when you select the star icon, you will be taken to the Assessment Area Map.
3. Select the pencil icon by the assessment area you want to begin to score/rate
4. Read the scoring/rating directions at the top of the page:
   Select one performance skill/box per performance thread/row that best represent the student's highest level of performance.
5. Shaded rows will appear containing boxes of performances skill statements, choose the box reflecting the child's Highest Level of Performance.
6. To determine which box is appropriate, click the **Behavior Objectives icon** in each box to review examples of behaviors to observe in children. Child performance MUST consistent, independent, and without prompts
7. Review list of behavior examples.

   NOTE: when a child has mastered a performance skill when they have performance MORE THEN HALF of the listed behavior objective examples.

8. If the Performance Skill is stated in plural form, NOTE: means MORE THAN ONE
9. When you have determined the child's highest level of mastery based on evidence, Click the white radio button in the Performance Skill box to make your selection
10. Click **Save**, this will return you to the Assessment Map page
11. Choose another assessment page to score/rate, or select **Return to My Caseload** and return at a later time.
12. When an assessment page is completed you will see a box beside the area rated that has now been checked.

Attachments

1. Attachments can be added per assessment page
2. The paper clip icon is at the end of each performance row. This function will allow you to attach evidence (work sample, photograph, etc.) from your work computer to correspond to a particular performance area.

3. And, there is +Add Attachment at the top of each assessment page. This allows adding the item to more than one assessment area.
4. Select the attachment format desired, browse for the document you want to upload, select **Attach file**, give it a name in the **Description** box, save

Glossary of Terms

*A glossary of terms is accessible at the end of each row to define terms, select the question mark icon.

Anecdotal Notes

If you would like to include a note for a skill, go to the pad icon at the end of the row, click, and type the anecdotal note. Spell check is accessible in the Notes application and your name and date will automatically be included. The note appears between the performance row

REMEMBER: ANYTHING YOU WRITE IN ANECDOTAL NOTES IS PART OF THIS LEGAL DOCUMENT. PLEASE USE POSITIVE LANGUAGE AND USE SPELL CHECK.

Draft Reports Available

1. A draft report of ratings selected is available prior to finalizing an assessment. It is located on the Assessment Map, select **Print Draft Report**
2. The draft report will note the data of the rating per performance item.
3. The assessment summary will only show the finalized data at the top of the report, but will display the shaded boxes of mastered skills, NOT date per rating.

DELETE ASSESSMENT is available and appears on the Assessment map. This can only be used when as assessment has not been finalized.

Finalize Assessments

When all five assessment pages have been completed, a box will appear on the Assessment Area Map. Only finalize when you are confident in the ratings. The data of finalization will appear on the Individual Assessment Summary report.

* An Assessment Summary Report is accessible by selecting the Student Reports icon on the caseload list.

Progress Monitoring Assessment

Progress Monitoring (PM) is available ONLY after a finalized assessment. This icon will only appear after an assessment is finalized and if there is not an open assessment.

NOTE: Only the Case Manager can create and finalize PM. A user will only see both icons when there are no assessments opened.

1. The user can select what assessment areas to rate and what performance threads to rate. Unlike the assessment, the user DOES NOT have to rate all areas in Progress Monitoring.
2. User selects PM icon to advance to the Create Progress Monitoring Assessment page

3. User selects assessment area and then selects **Next, Previous**, or **Cancel**
4. User selects performance areas to rate then selects **Next, Previous**, or **Cancel**
5. User selects **Finish**
6. The Progress Monitoring Area display, and the user selects a pencil icon of the assessment areas to being ratings
7. PM ratings include each behavior objective to rate with a 7-point rubric. The rubric is in a drop down box
8. User selects skill level for each item, select **Save**
9. After rating a PM *Assessment page*, and saving, the user is taken back to the *PM Assessment Map* to choose the next performance thread to rate
10. A draft report can be viewed and printed from the *PM Assessment Map* page
11. You may also Delete PM assessment prior to finalizing; this is located on the PM Assessment Map page
12. When all selected performance threads are rated, select **Finalize PM assessment**
13. A finalize Summary *PM Assessment Report* can be accessed from the caseload list by selecting **ISTAR Reports** function on the left of the user's Caseload page.

ISTAR Reports

1. The following finalized student reports are accessible via Student Files icon on the caseload list:
    a. Assessment Summary Report
2. Finalized student assessments from February 2009, and beyond will be accessible via the *Student File Cabinet* on the caseload list.
3. The following reports are accessible by selecting **ISTAR Reports** on the left of your Dashboard:
    a. *KR Monitoring Report*
    b. *Bar Graph* of multiple finalized assessment dates
    c. *Assessment Summary Individual Report*
    d. *Progress Summary Report*
4. PLEASE NOTE: A classroom aggregate/group is available to Administrators, please ask your administrator to download and print your aggregate data report. There are two aggregate reports: *KR Data Summary Table and KR Entrance* and *Exit Data Report*. Both are specific to selected date range and are simply raw data in excel format for you to save in your own computer and sort and display as needed.

Student Demographics

The **Student Demographics** folder contains general information pulled from STN and also lists the Case Manager.

Student Access Log

The **Student Access Log** contains system events such as finalizing or deleting assessment and also lists users who have accessed the student's account. This log includes the user names, dates, times, and action taken.

Security Access

ISTAR-KR Administrators are responsible for approving and removing access of all non-teacher of record (TOR) users to students accounts, i.e. therapists, AND private early childhood educators who share student's with preschool IEPs.

Remove from List

If a user no longer needs access to a student they can remove the student from their list.

1. Click the "x" red icon
2. Click on **OK** to remove the student or **Cancel**
3. This function only removes students from a list NOT the database.

General Resources

1. Most training materials are posted on the **Learning Connection IDOE ISTAR-KR Educators** learning community, in the **Files and Bookmarks** tab, i.e. **ISTAR-KR materials** (WebEx recordings, ISTAR-KR handbook, Assessment Matrices, Glossary, Parent Instruction, etc.)
2. Some materials continue to be available on the public Indiana Department of Education website:
   http://www.doe.in.gov/assessment/istar-kr

Who to Contact When You Need Help

- LC Accounts for public schools, contact your local LC Administrator
- LC Accounts for **private early childhood** programs contact: acarnahan@doe.in.gov
- ISTAR-KR Assessment policy and test administration issues, contact: acarnahan@doe.in.gov
- ISTAR-KR Assessment Technical Issues, Contact:
  https://learningconnection.doe.in.gov/ContactSupport.aspx